

Frequently Asked Questions

How does my firm become prequalified?

Firms must submit all supporting documentation for review by the Cabinet's Prequalification Committee directly in the Consultant Portal. The portal can be accessed from here: <https://apps.transportation.ky.gov/professionalservices>

How do I gain access to the Consultant Portal?

You can gain access to the Consultant Portal by following the External User Authorization Guide. The Guide is located here: <https://transportation.ky.gov/ProfessionalServices/Documents/PS Portal - External User Authorization Guide.pdf>

Why does my firm need to be prequalified?

Your firm must be prequalified in the specified areas by the time consultant responses are due to become eligible to respond to an advertisement.

How often do I need to apply for renewal?

Renewal is required every year or when a major change that would change your prequalification status occurs with or within your firm.

Will you notify me of my renewal date?

Yes, the firm will receive a renewal reminder email thirty (30) days prior to their annual renewal date. Although, it is the sole responsibility of the firm to initiate a renewal of its prequalification with the Cabinet.

How long does the prequalification process take?

The User Divisions that reviews your submittals, has 30 days for review. An approval or denial email will be sent, for each prequalification submittal, once a decision is made by the User Division

Who can I contact when I have a prequalification question?

You can contact the Division of Professional Services at (502) 564-4555 and speak with [Ashley Caldwell](#).

Does my firm need liability insurance?

Yes. If your firm is interested in being a prime consultant, a one million dollar (\$1,000,000) professional liability policy is required. This is not required if your firm is only interested in being a subconsultant to another firm.

Do you have a Division website address?

The Division of Professional Services website is: <https://transportation.ky.gov/ProfessionalServices>

How many copies of the Campaign Finance form are required for Response to Announcement?

A Campaign Finance form is no longer required with responses as copy should be submitted electronically with the Firm's yearly prequalification submittal.

How does my Firm respond to Announcements?

Firms interested in procurement of engineering and related services may submit a response to the Cabinet Electronically through the Consultant Portal. Electronic Response Instructions can be found here: <https://transportation.ky.gov/ProfessionalServices/Documents/Electronic Response Instructions.pdf>

Who do I contact to get a new audit and/or ask questions about an audit?

[Carly Cockley](#) in the Division of Audits at (502) 564-6760.

What must a KYTC Project Manager submit in order to have a project advertised?

The process for Bulletin Advertisements for regular Six-Year Highway Plan projects are outlined in the Administrative Procedures chapter of the Highway Design Guidance Manual. The District's Project Manager submits project information to their Highway Design Location Engineer who will in turn provide additional information. The Director of Highway Design will review and submit the information to the Division of Professional Services for advertisement. For statewide or other professional service advertisements, the appropriate Division Director should submit the project information to the Director, [Eric A. Pelfrey](#), preferably via email.

How long should it take to get a Notice to Proceed?

It takes about a month after selection to schedule a Pre-Design Meeting, approve units, receive independent production-hour estimates, negotiate a fee, revise the fee proposal package, and write the agreement. It may take another 4 weeks to obtain the necessary signatures from the consultant and Cabinet, then receive Finance Cabinet approval to issue Notice to Proceed.

Who do I ask questions about the status of my Agreement, Contract Modification, Time Extension, or Statewide Contract?

During the negotiation process for an Agreement or Contract Modification, you may contact [Adrian Wells](#). For any questions about the status after it is written, you may contact [Shante Wales](#) for Agreements or Time Extensions, [Melanie Young](#) for Contract Modifications, or [Ashley Caldwell](#) for Statewide Agreements.

When is the Notice to Proceed issued?

In eMars, a combined Notice to proceed and Notice to Bill will be issued when the electronic document is received by LRC. The Government Contract Review Committee meets the 2nd Tuesday of every month. If the LRC Review Committee rejects the contract, a Stop Work Order will be issued.

Division of Professional Services

Eric A. Pelfrey, P.E.

Director

(502) 782-5108

Eric.Pelfrey@ky.gov

David Gormley

Assistant Director

(502) 782-5107

David.Gormley@ky.gov

Michael Shaw

Technical Supervisor

(502) 782-5109

Michael.Shaw@ky.gov

Clairessa Hamilton

Administrative Supervisor

(502) 782-5106

ClairessaR.Hamilton@ky.gov

Adrian Wells

Consultant Fee Proposals & Letter Agreements

(502) 782-5103

Adrian.Wells@ky.gov

Melanie Young

Contract Modifications & Consultant Payments

(502) 782-5105

Melanie.Young@ky.gov

Ashley Caldwell

Consultant Prequalification

(502) 782-5102

Ashley.Caldwell@ky.gov

Shante Wales

Contracts & Time Extensions

(502) 782-5104

Shante.Wales@ky.gov

Kentucky Transportation Cabinet

200 Mero Street, 3rd Floor

Frankfort, KY 40622

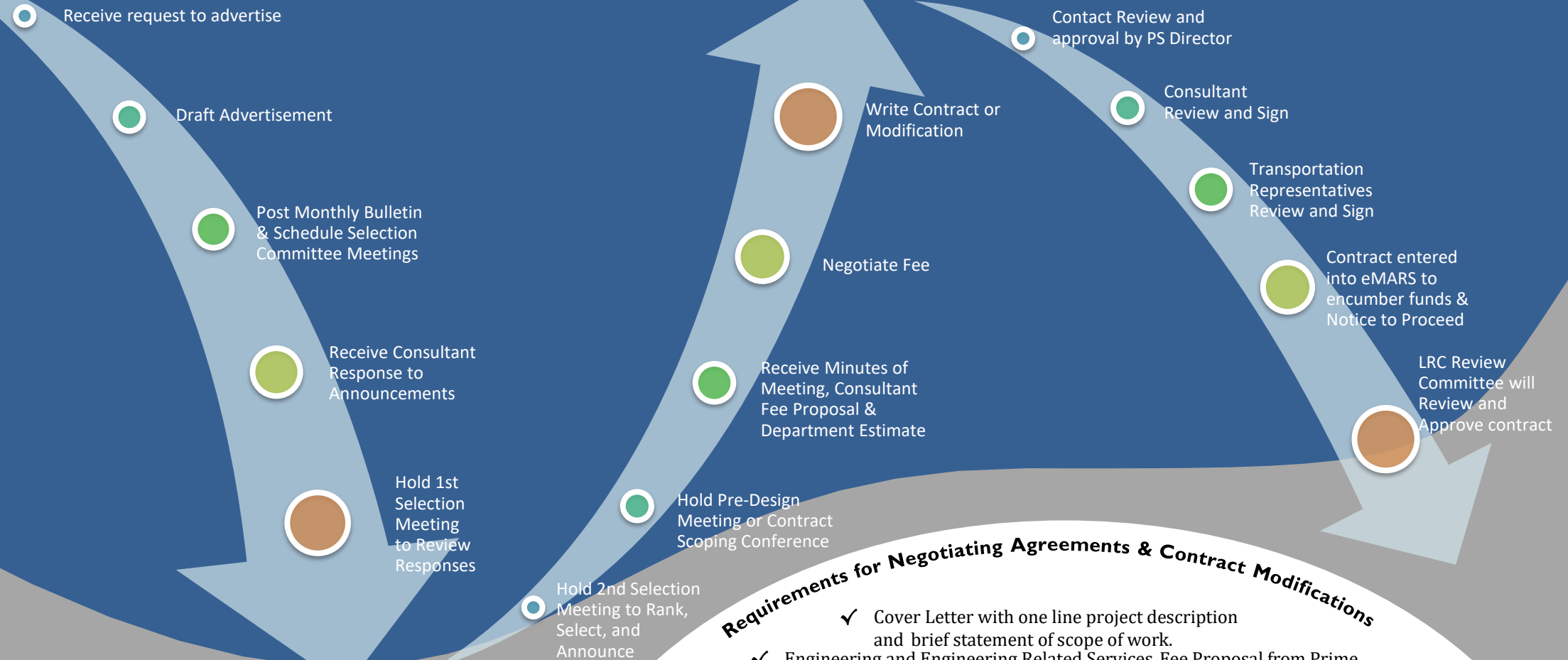
Phone: (502) 564-4555

Fax: (502) 564-4422

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Professional Services Contract Procurement Process



Requirements for Negotiating Agreements & Contract Modifications

- ✓ Cover Letter with one line project description and brief statement of scope of work.
- ✓ Engineering and Engineering Related Services Fee Proposal from Prime Consultant ([TC 40-2](#)). All subconsultants and/or subcontractors and their corresponding fee must be listed on this form.
- ✓ Milestone schedule and/or completion date using hard calendar dates.
- ✓ Departmental approval for milestone schedule and/or completion dates.
- ✓ Payment percentages with Departmental approval.
- ✓ Brief description of the project scope.
- ✓ Minutes from predesign conference (Agreements).
- ✓ For proposals greater than 500 Hours: independent production-hour estimates from both the Department(s) and the consultant(s).
- ✓ Negotiation minutes
- ✓ Classifications and percentages for design. Contract payout schedule.
- ✓ For proposal less than 500 Hours: Departmental approval for the consultant's proposed production- hours is acceptable.
- ✓ TC-10 Project Authorization or Request for Funding.
- ✓ KYTC audit report from all consultants working on project.
- ✓ Certificate of Final Indirect Costs.
- ✓ Project Chronology Memorandum with concurrence from the Department's project manager. List a brief, but detailed scope of work (modifications).